



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

Canc: Apr 2015  
IN REPLY REFER TO  
BUMEDNOTE 1616  
BUMED-M09B  
30 Jan 15

BUMED NOTICE 1616

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: SECOND CLASS PETTY OFFICER PERIODIC PERFORMANCE  
EVALUATIONS FOR THE PERIOD ENDING 15 MARCH 2015

Ref: (a) BUMEDINST 1610.2A  
(b) BUPERSINST 1610.10C

Encl: (1) List of Second Class Petty Officers  
(2) Special instructions for completing NAVPERS 1616/26

1. Purpose. To announce the Performance Evaluation (EVAL) cycle for all Second Class Petty Officers assigned to the Bureau of Medicine and Surgery, Headquarters (BUMED HQ). Delegation of reporting senior authority is contained in reference (a).

2. Action. Periodic EVALs for all Second Class Petty Officers have an ending date of 15 March 2015. Per reference (b), reports are to be post marked within 15 days following the ending date for active duty members or no later than 31 March 2015. In addition, all EVAL packages may include a copy of the last two EVALs, the last three Physical Fitness Assessments (PFA) from the Physical Readiness Information Management System, and a brag sheet. A sample brag sheet is contained in reference (b), exhibit 17-2.

a. Assistant Deputy Chiefs' Review. Assistant Deputy Chief's shall enforce the submission of reports in a timely manner. Review enclosure (1) and report any discrepancies noted to the Performance Evaluation Reports Section BUMED-M09B11 at (703) 681-5551. Enclosure (2) provides special instructions for completing the NAVPERS 1616/26, Evaluation & Counseling Record (E1-E6). BUMED Detachments will use appropriate detachment information for completing the NAVPERS 1616/26.

b. Ranking Boards. An Enlisted Evaluation Review Board (EERB) will be convened by the Command Master Chief on 18 February 2015 for internal BUMED HQ staff.

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c. Processing. The EERB will forward reports to BUMED-M09B11 for consolidation and processing upon the board's adjournment. BUMED-M09B11 shall process all incoming reports with proposed ranking recommendations and forward to the Chief of Staff (COS) no later than 3 March 2015 for internal BUMED Staff. Reporting Seniors for BUMED Detachments are responsible for the ranking recommendations, processing and mailing of reports.

3. Approval. Once the Reporting Senior has approved and signed the EVALs, the reports will be returned to the appropriate code for presentation to the individual Petty Officers for signature. The Code Executive Assistant will return signed originals to BUMED-M09B11 no later than 25 March 2015 for internal BUMED staff. YN1 Villatoro will be the POC for any assistance needed with the processing of evaluation reports, he can be contacted at (703) 681-9022 or by e-mail at [marlon.villatoro.mil@mail.mil](mailto:marlon.villatoro.mil@mail.mil).

4. Report. The report required by paragraphs 2 and 3 are authorized by BUPERS 1610-1, as established in reference (b).

5. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Form. NAVPERS 1616/26 (Rev. 08-10), Evaluation & Counseling Record (E1-E6), is available electronically at:  
<http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.



P. B. COE  
Chief of Staff  
Acting

Distribution is electronic only via the Navy Medicine Web site at:

<http://navymedicine.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

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**LIST OF SECOND CLASS PETTY OFFICERS**

<b>RATE</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>CODE</b>	<b>LOCATION/DET</b>
LS2	OKEYO	JULIUS	M09B	BUMED HQ
HM2	TORO	ALEXANDER	M1	BUMED DET JACKSONVILLE
HM2	WINDLE	STEPHEN	M1	BUMED DET BETHESDA
HM2	SEABORN	APRIL	CD&I	BUMED HQ
HM2	SMITH	QUINTON	M9	BUMED HQ
HM2	STARNES	JOSEPH	M9	BUMED HQ
HM2	GUTIERREZ	GUADALUPE	M9	BUMED HQ
HM2	GIRALDO	CHRISTIAN	N/A	NAVMED DET AFME DOVER
MC2	THORPE	SAMANTHA	N/A	NAVMED DET AFME DOVER
HM2	DELUSSEY	MAGAN	N/A	NAVMED DET AFME DOVER
HM2	HUSEMAN	SABRINA	N/A	NAVMED DET AFME DOVER
HM2	REES	STEPHANIE	N/A	BRMEDCLINIC WHITE HOUSE SUPPORT

This enclosure contains Personally Identifiable Information.

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**SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1616/26 (08-10)**

EVALS shall be prepared per BUPERSINST 1610.10C to include the information below:

Block 7: BUMED FALLS CHURCH or APPROPRIATE DETACHMENT  
Block 15: 15MAR15  
Block 17: Regular  
Block 20: Enter one letter code for each official PFA completed during the reporting period.  
Block 21: NA  
Block 22: COE, P B  
Block 24: 2700  
Block 26: 00018

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance and professional advice on health care programs for DON and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Director, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: COD-12. Additionally, leave and transit dates should be accounted for in this block as well. Example: LEAVE/TRANSIT: 12MAY02-12JUN01, PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 13-1/13-2.

Block 30: Date Counseled. If counseled, a date should be entered here. If "NOT PERF" enter a brief explanation in block 31 (i.e., TEMADD, ILLNESS, etc. If a longer explanation is needed enter "SEE COMMENTS" and provide an explanation in Block 41. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ".

Block 31: Name of counselor (if counseled)  
Blank (if block 30 is "NOT REQ")  
Explanation (if block 30 is "NOT PERF")

Block 32: Must contain signature of individual counseled

Block 48: BUMED, CHIEF OF STAFF (M09B)  
7700 ARLINGTON BLVD  
FALLS CHURCH, VA 22042-5117

Enclosure (2)